

INDUSTRIAL RELATIONS

Conventional | Proactive | Human Factors Approach

Positioning IR as a Strategic Business Partner for Competitive Advantage

Strategic and innovative IR professional, always willing to translate business vision into IR initiatives that improves progressive unionism, profitability, growth, and employee engagement. Empowering leader who strongly believes that human capital is every organization's greatest asset and supports to get the best out of people by individual up gradations of the resources and comprising conflict prone issues between employers and employees concerned with "issues of rights and issues of interests" and "legal rights and obligations".

Signature IR Professional Exposure

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| • Handling Multiple Unions. | • Managing dispute resolutions involving unions, management, employees or government agencies, etc. | • Solid background in handling local village & governance team. |
| • Employee Relations & Diversity. | | • Sound understanding of local regulatory and legal framework related matters |
| • Negotiating Collective Bargaining deals between Union and Management. | • Handling Employee Relations on disciplinary issues, grievance redressal procedures. | • Handling POSH Committee |

Disciplined and flexible problem-solving approach that balances business goals with employee needs.

Major Achievements in the field of Industrial Relations

- **Developed strategic IR decisions and plans.**
- **Negotiated local operating 18 (1) agreements and 12 (3) long term wage settlements with various unions.**
- **Effectively handled re-structuring / right sizing.**
- **Successfully handled closures.**
- **Successfully dealt with Union having Maoist ideologies.**
- **Developed good rapport with all Govt officials related to Labour & Employment, and administration.**
- **Zero line stoppage due to IR issues.**
- **Led organization through an acquisition and culture shift.**

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HUMAN RESOURCE ~ INDUSTRIAL RELATIONSHIP ~ PERSONNEL MANAGEMENT PROFESSIONAL

Seeking Challenging assignments for a career encompassing professional & personal advancement across the Industry

Key Skill in Union Management, IR, Strikes Handling, Police Cases, Turmoil Management, Crisis and Emergency Management, LTS, HR Strategy, Policies making & administration, Recruitment, L&D, Comp & Ben, HR Operations, Legal, Administration, ISO, PMS, Statutory approvals and maintenance, Discipline Proceedings, Green Field Project, etc.,

PROFILE SUMMARY

- A dynamic HR Professional with over 14 years of experience in HR Operations & IR, Labor Laws, Welfare, Recruitment, L&D, PMS, Comp and Ben, Green Field Project, etc.,
- Prompt handling on employee grievances to maintain cordial management-employee relations
- Experience in implementing HR strategy, systems and policies, conducting training programs, HR Operations, L&D, PMS, Recruitment, Salaries and Wage Administration, etc.,

EMPLOYMENT DETAILS

**Grupo Cosmos India Private Limited (Automobile Parts Manufacturing),
as Manager HR & IR, Guduvancherry, Chennai.**

From 03rd Sep 2021 to Till Date.

(Tier 1 Supplier to Renault Nissan)

Key Result Areas:

- Manpower strength 600 Nos
- Handling discipline proceeding cases, conducting WC weekly meeting and shop floor connect programs, etc.
- Managed the pandemic and lockdown (COVID-19) situation. Managed all the COVID related challenges including infection, DY. Collector Audits, Collector Approval, SOP compliance, etc., Conducted CSR programs in coordinating with various government officials for the COVID related helps.
- Introduced NAPS scheme for talent management and cost control initiative. Removed employees who have crossed 480 days, to avoid legal disputes.

**APTIV Components India Private Limited (Automobile Parts Manufacturing),
as Assistant Manager IR, Vallam, Chennai.**

From 12th Nov 2019 to 31st Aug 2021.

(Tier 1 Supplier to Hyundai and Renault Nissan)

Key Result Areas:

- Manpower strength 2500 Nos.
- Develop corporate plans for a variety of HR matters such as compensation, benefits, health and safety etc.
- Act to support the human factor in the company by devising strategies for performance evaluation, staffing, training and development etc.
- Oversee all HR initiatives, systems and tactics
- Supervise the work of HR personnel and provide guidance

- Serve as the point of contact for employment relations and communicate with labour unions
- Deal with grievances and violations invoking disciplinary action when required
- Anticipate and resolve litigation risks
- Report to senior management by analysing data and using HR metrics
- Created and Renewed HR Policy for 2020, Introduced payroll software, Manpower Planning and Job Analysis report, New Performance Management System 2021.
- Responsible for managing works committee, smoothly discussed and signed LTS 2020-2023. Introduced LTS execution calendar for 2021.
- Conducted LTS survey and created benchmark report, submitted management charter of demands to the WC. Conducted 22 LTS meetings and discussions, finally signed the LTS without any strike or production hours loss.
- Managed the pandemic and lockdown (COVID-19) situation. Managed all the COVID related challenges including infection, DY. Collector Audits, Collector Approval, SOP compliance, etc., Conducted CSR programs in coordinating with various government officials for the COVID related helps.
- Launched HR focus points for each year through engagement calendar & driven Engagement programmes.
- Introduced NAPS scheme for talent management and cost control initiative. Removed employees who have crossed 480 days, to avoid legal disputes.
- Kicked off Suggestion Scheme (Kaizen programme) to improve real knowledge through probable Solutions. ("Cash the Flash")
- Launched "Power of APTIV" newsletter to strengthen the relationship between employees and employers, and also to encourage personal talents of employees, which inevitably leads to more engagement.

**Bontaz Automotive India Private Limited (Automobile Parts Manufacturing),
as Assistant Manager IR, Maraimalai Nagar, Chennai.**

From Jul 2012 to 31st Oct 2019.

(Tier 1 Supplier to Ford, Maruti, Mahindra & Mahindra and Renault Nissan)

Key Result Areas:

- Manpower strength 600 Nos.
- Ensure HR policies & systems are understood and followed as per corporate guidelines.
- Manage routine HR activities like coordinating recruitments for the Plant and ensuring implementation of PMS.
- Regularly coordinate and work with the Operations Head and HODs to understand HR manpower requirements.
- Identify, negotiate and co-ordinate with labour contractors and monitor their performance periodically.
- Successfully signed the 12/3 -1 & 18/1 -1 Long term wage and yearly Bonus settlements with AICCTU & CITU in a very amicable way.
- Ensure proper maintenance of personnel records and other related documentation for both permanent and contract staff at the Plant.
- Conduct regular meetings with Factory Manager, Production Manager and Maintenance Manager to address any Plant issues.
- Introduced NAPS scheme for talent management and cost control initiative. Removed employees who have crossed 480 days, to avoid legal disputes.
- Create training calendar for the workmen & Staff in consultation with the Operations Head.

HR Policy Formulation & Implementation

- Formulating strategy and policies with focus on aligning HR with core business.
- Overseeing smooth implementation of HR policies for manpower planning, recruitment, selection.
- Induction orientation and development of employees in the organisation.

Recruitment & Selection

- Developing manpower plan in coordination with cross-functional departmental heads.
- Managing the complete recruitment for sourcing the best talent from diverse sources.
- Recruiting managerial staff with the help of demand tailored selection processes and methods.

Training Program

- Preparation of job description based on competency skill matrix.
- Developing Annual training calendar & organising the Induction Program for new recruits and making them familiar with company culture & activities.
- Preparation of training calendar by Identifying training needs, conducting specific trainings programs.
- Training History card and comparison of training mandays.

Performance Appraisal, promotions & Transfers

- Managing Performance Appraisal process, Career Progressions & Succession plans.
- Establishing the framework for performance appraisal and achieving congruence in identifying individual career paths as per organization Employees development plan.

Compensation

- Processing computerized attendance for payroll process.
- Annual appraisals and wage revisions
- Ensuring compliance with statutory regulations like PF, ESI, Insurance policies, Gratuity, medical cover.

Industrial Relations

- Negotiating and amicably settling disputes with the Union, works committee and maintaining discipline & harmonious working environment.
- Achieved harmonious industrial relationship with works committee for the past six years without any major industrial relationship.
- Handle Union matters proactively to avoid slowdown in Plant operations.
- Negotiate beneficial long-term settlement with the Union.
- Oversee all-disciplinary proceedings, conciliation meetings and court cases.
- Handling day-to-day shop floor discipline through coordination with line supervisors, Works committee.
- Liaison with Labour Departments JCL, DCL, ACL

Employee Benefits & Welfare

- Supervise & ensure the smooth running of various welfare activities and measures at the Plant level.
- Ensure effective implementation of HSE practices to develop an accident-free healthy environment.
- Managing various employee benefits, viz. Transport, Canteen, Ambulance, Medical Insurance, Sports events, picnics etc.
- Handling daily and monthly time & attendance tracking.
- Maintaining close monitoring of absenteeism and handling leave management.

Statutory Compliance

- Ensure adherence to all statutory compliances at the Plant and suggest corrective actions where required.
- Liaise with Government Authorities like Labour Commissioner Office, ESIC, PF, Police authorities, Municipal Corporation regularly to build healthy relations

Administration

- Oversee smooth functioning of all administration related tasks such as security, canteen facilities, courier services and overall maintenance of the Plant.
- Ensure proper documentation of all contracts, warranties, bills etc. with respect to administration services.
- Supervise security and housekeeping for the Plant.

Contract Management

- Legal Compliance of contract management
- Maintaining statutory records pertaining to contract Management
- Planning and control of manpower supplies

Environment Management

- Monitoring and control of TNPCB regulations and submission of returns
- Hazardous waste management and its regulation monitoring
- Co-ordination with TNPCB Officials for regulatory compliance, consent order modification for capacity additions
- Monitoring and giving training on safety management, Emergency plan implementation

**Castwel Auto Parts India Private Limited (Automobile Parts Manufacturing),
as Assistant Executive HR & Admin, Thirumudivakkam, Chennai.**

From Apr 2011 to Jun 2012.

(Tier 1 Supplier to Hyundai)

**Castwel Auto Parts India Private Limited (Automobile Parts Manufacturing),
as Trainee HR & Admin, Thirumudivakkam, Chennai.**

From Jun 2007 to Jul 2009.

(Tier 1 Supplier to Hyundai)

Key Result Areas:

- In the recruitment process & initial screening of HR round of interview for the junior and middle level positions once position completed issuing offer letter joining formalities. etc.,
- Manpower strength 300 Nos.
- Manpower planning based on requirement, value addition & productivity along with production head decide on manpower requirement.
- To maintaining all welfare measures like canteen, transport, uniforms, insurance

ACADEMIC QUALIFICATION

- ⇒ **MBA (HR & Finance)** from Saveetha Engineering College, Chennai in 2009-2011.
- ⇒ **B.Sc. (Biochemistry)** from Vel's College of Science, Chennai in 2004 - 2007.

TRAINING & PROFESSIONAL DEVELOPMENT PROGRAMMES

- Training Programme on MS-EXCEL, WORD & MS-POWERPOINT
- Competency Mapping from Maxwell Centre for Industrial Training
- Trade Union Dynamics and Negotiating skills from Maxwell Centre for Industrial Training
- Attended various training programmes organised by Industrial waste Management association for Hazardous waste handling and disposal

ACADEMIC QUALIFICATION

Marital Status : Married, 1 Child

Date of Birth : 03rd May 1987

Address : Abiz Apartment, No.5, Navalar Street, Sri Ambal Nagar, Senneerkuppam, Chennai 600056.

Languages Known : English, Tamil, Hindi

Current CTC : 10.70 Lakhs

Current Gross : Rs. 78000/- Per Month

Notice Period : 60 Days

Date :
Place : Chennai

Signature